

George Holmes Bixby Memorial Library

Board of Trustees Meeting Minutes

March 6, 2014

In Attendance: Paul Lawrence-Acting Chair, Elizabeth Hunter Lavallee-Treasurer, Carol Brock-Head Librarian, Mary Farrell-Children's Librarian, Robin Haubrich-Alternate Trustee and Janet Hicks-Alternate Trustee and Acting Secretary

Absent: Deborah Rogers-Chair, Kelly Marshall-Trustee and Mike Petrovick-Alternate Trustee

Meeting convened at 7:07

1. Minutes

- a. February 6, 2014 minutes were approved as presented

2. Treasurer's Report

- a. Treasurer's Report was accepted as presented.
- b. Value of the portfolio with Waddell & Reed has increased [2.4% for the month and is now up 1.7% for the year.](#)
- b. Discussion ensued about the financial status of the execution of the Wish List. Approved and pending expenditures thus far: \$5,775.00; Remaining balance: \$3,040.81

3. Old Business

- a. There was a lengthy discussion about the status of the Wish List.
 - i. Paul presented a design developed by Scott Jenkins for the table in the Red Room. Cost would be \$1,500. Purchase of the table was approved. Paul will check on the timeframe for completion.
 - ii. Paul St. Cyr was in 3 weeks ago to look at the location for shelves in the Red Room. He has provided no cost estimate; Paul [Lawrence](#) will contact David Bridgewater for an estimate [if we do not hear from Paul St Cyr soon.](#)
 - iii. Purchase of hand dryers for both bathrooms was approved for an estimated cost of \$1,400. Robin will contact Bruce Harrington to give him the go ahead for installation.
 - iv. Computers [and new software for them](#) have been installed.
 - v. Robin and Jan have been working with Carol and Mary to complete the remaining items on the list.
 - 1. Discussion continues as to appropriate location of office for Carol.
 - 2. Mary is still trying to find a cost effective source for the chairs and Book Browser. Carol will contact the Concord prison to see if they could build the Book Browser.
 - 3. No determination has been made as to the relocation of the exterior sign. It was decided that we would wait until Spring to decide on a course of action. Robin pointed out that the sign indicates that the Historical Rooms are still in the Library. Paul will talk with Scott Jenkins about a redesign/relettering of the sign.

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4. Carol is still working with Cynthia West on the design of new bookmarks. Project is on hold until Cupcake Sale is over. No completion date has been set.
5. Robin will contact Bub Rokes to see if he would be willing to look at the attic insulation situation.
6. Several locations were looked at as a location for the Women's History books, as proposed by Sirkka Holm. Final determination yet to be made.

4. New Business

- a. Friends of the Library
 - i. The Friends are working on the Cupcake Sale. Carol has advertised the sale. Friends will purchase boxes for cupcakes.

5. Librarian's Report

- i. Elizabeth questioned why only 37 patrons used Overdrive in 2013. Carol was not sure of the number. In the future, format of Overdrive will be streaming rather than download.
- ii. Carol reported that AncestryLE.com was added to the Library's database. It is for in-Library use only.
- iii. Ragtime program sponsored by the Library will be held on March 20th.
- iv. Carol reported that the lights in the downstairs staircase will not turn off. Bruce Harrington is trying to solve the problem. Paul reminded her to hand off the maintenance issues to the Board to handle.
- v. Carol discussed the annual state Librarian's conference to be held in April. She and Mary would both like to attend. The Board approved their attendance and the expense, part of which will come from the Library's budgeted professional development. Carol will provide dates/times in her request for substitutes.
- vi. Mary had attended the NH Children's Librarian Conference earlier today and reported on some of the conference agenda.

6. Public Comment

- a. None

Adjournment: 8:17 PM

Next Meeting: **April 3, 2014 @ 7:00**

Respectfully submitted,

Janet D. Hicks, Acting Secretary